

SPAWARINST 4410.4A  
SPAWAR 003-44  
30 October 1987

SPAWAR INSTRUCTION 4410.4A

From: Commander, Space and Naval Warfare Systems Command

Subj: POLICY AND PROCEDURES FOR THE REQUEST AND ASSIGNMENT OF  
MILITARY NOMENCLATURE, SERIAL NUMBERS AND REVIEW AND  
APPROVAL OF IDENTIFICATION PLATE FORMATS

Ref: (a) MIL-STD-196D of 19 January 1985; Subj: Joint Electronics Type Designation System  
(b) MIL-STD-280A of 7 July 1969; Subj: Definitions of Item Levels, Item Exchangeability, Models, and Related Terms  
(c) DoD-STD-100 of 22 December 1978; Subj: Engineering Drawing Practices  
(d) MIL-P-15024/5 (SHIPS) of 11 June 1971; Subj: Military Specification Sheet Plates, Identification  
(e) MIL-E-21981B (EC) of 15 August 1986; Subj: Electronics Equipment, Nomenclature, Serial Numbers and Identification Plates; Requirements for  
(f) NAVMATINST 10550.14 of 11 February 1974; Subj: Joint Electronics Type Designation System (NOTAL)  
(g) Cataloging Handbook H6; Subj: Federal Item Name Directory for Supply Cataloging  
(h) SPAWAR P-4120-IOB, Statement of Work (SOW), Specification and Contract Data System Guide, October 1986

Encl: (1) Procedures for Submission and Approval of Nomenclature Requests  
(2) Procedures for Submission and Assignment of Serial Numbers  
(3) Procedures for Submission and Review and Approval of Identification Plate Formats

1. Purpose. This instruction updates policy and procedures for the processing of nomenclature requests, assigning serial numbers and reviewing and approving the format of identification plates for electronic equipment and accessories. It also is designed to define SPAWAR policy and to augment and clarify existing procedures contained in references (a) through (g) and to provide additional standardization within this Command.

2. Cancellation. NAVELEXINST 4410.4 of 1 March 1984 is hereby cancelled.

3. Scope. This instruction applies to SPAWARSYSCOM headquarters and its activities and pertains to all electronic equipment under SPAWAR cognizance, which require nomenclature, serial numbers and identification plates.

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#### 4. Background

a. The Joint Electronic Type Designation System (JETDS) was established within the Department of Defense for standardization of identification for design control of electronic material and associated equipment to achieve the following objectives:

- (1) Serve as a tool for configuration control and identification of electronic material.
- (2) Identify similar types of material and at the same time aid in distinguishing significant differences.
- (3) Be sufficiently broad in scope with flexibility to cover present types of equipment, and the new types and uses of equipment that will be developed in the future.
- (4) Provide the official type designation to be used in literature, drawings, logistics data, equipment authorization tables, supply and maintenance manuals, configuration management, supply allowance and training.

b. Procedures applicable to the JETDS system are in reference (a). References (b) through (g) are publications pertaining to nomenclature requests, serial number assignments and identification plate format approvals and are applicable to the subject matter. Reference (f) is a joint regulation that will be reissued by the U.S. Army as lead service. Navy cognizance with regard to reference (f) was transferred to SPAWAR upon the disestablishment of Chief of Naval Material (CHNAVMAT). Therefore, SPAWAR is the Navy point of contact for the joint regulation.

#### 5. Policy

a. It is SPAWAR policy that military nomenclature shall be assigned to SPAWAR electronic equipment which are assembled as complete systems, subsystems, centers, centrals, sets, groups, units and kits. Equipment falling below the unit level as defined in reference (b) shall not have military nomenclature assigned. In addition, commercial or non-developed items (NDIS) which are selected for use in or with military systems shall be assigned military nomenclature.

b. Requests for nomenclature shall be submitted as soon as sufficient technical data is available to define the item, sub-system, system, etc., in order to include the nomenclature in the design disclosure package.

c. No new or modified equipment will be released or approved for production without the assignment of an approved nomenclature as described herein.

d. All nomenclature items procured under each new production contract or other procurement action must have nomenclature confirmed, including items that are listed in the complement data of the equipment being confirmed.

e. Serial numbers shall be assigned for each item (system, subsystem, etc.) of nomenclature equipment, for the first production contracts, as well as follow-on production contracts.

f. When design conditions permit, identification plates shall be used on each item (system, subsystem, center, central, set, group, unit, or kit) of nomenclature equipment. Identification plate format shall be approved for all nomenclature equipment to which an identification plate will be applied.

#### 6. Responsibilities

a. Program managers, designated design agents, and SPAWAR field activities are responsible for:

(1) Ensuring that requirements for nomenclature assignment/revision/confirmation, assignment of serial numbers, and identification plate format review and approval, are met, as detailed in this instruction.

(2) Ensuring that nomenclature requirements are adequately addressed in procurement documents (i.e., SOW and Contract Data Requirements List (CDRL), work requests, etc.). Reference (h) contains specific guidance regarding nomenclature requirements to be included in contractual documents.

(3) Identifying items which includes the technical and functional definition as described in design disclosure documentation, as well as the submission of requests for nomenclature, the continuous review and approval of all change requests, and the approval of identification plate formats.

b. SPAWAR 003-44 is the Command Control Point responsible for processing and transmitting requests to the Department of Defense Control Point (DODCP), Fort Monmouth, New Jersey. In addition, SPAWAR 003-44 is responsible for the assignment of serial numbers to equipment in production contracts, and for review of the format of identification plates, and for maintaining Command records of nomenclature and serial number assignments.

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7. Action. Addressees shall implement the requirements of this instruction. Enclosures (1), (2), and (3) provide more detailed guidance and procedures for the submission and processing of requests for nomenclature, serial number assignments, and identification plate format reviews.

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GLENWOOD CLARK

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PROCEDURE FOR THE SUBMISSION AND APPROVAL  
OF NOMENCLATURE REQUESTS

1. NOMENCLATURE ASSIGNMENT

- a. Nomenclature assignments are made by Department of Defense Control Point (DODCP), Fort Monmouth, New Jersey.
- b. All requests originating under cognizance of Commander, Space and Naval Warfare Systems Command are submitted to SPAWAR 003-44, for processing and transmission to DoDCP, Fort Monmouth
- c. Item names and type designations for electronic equipment and accessories are controlled by MIL-STD-196.

2. APPLICABILITY

- a. Military nomenclature is assigned to:
  - (1) Complete systems, subsystems, centers, centrals, sets, groups, units and kits of military design.
  - (2) Material of commercial design which are grouped for a military purpose or which require military identification for use by the government.
- b. Military nomenclature is not assigned to:
  - (1) Material catalogued commercially, except as in preceding paragraph 2a(2).
  - (2) Material falling below the unit level as defined in MIL-STD-280.

3. NOMENCLATURE REQUESTS

- a. Requests for assignment, reinstatement, revision and cancellation of nomenclature shall be submitted on DD Form 61, Request for Nomenclature. All data required by DD Form 61 shall be as complete as possible and included on all requests.
- b. A nomenclature request for a system, subsystem, center, central, set, group, variable unit or kit shall list the equipment of which it is comprised in Block 14, DD Form 61, under complement data. If any of the complement equipment is to be assigned military nomenclature, a separate DD Form 61 shall be submitted for each item.

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4. PREPARATION OF DD FORM 61. Nomenclature requests are to be submitted on DD Form 61. All data required by DD Form 61, i.e., technical description, functional description, contract number, interchangeability, etc., are to be as complete as possible and included on all requests submitted for nomenclature action. The form is to be completed in accordance with MIL-STD-196, Data Item Description DI-E-7194, and the following instructions:

BLOCK 1 - Enter the name and address of the organization (Contractor, Design Agent, PD/PMW, etc.) originating the request.

BLOCK 2 - Enter the name and address of the Departmental Control Point, as follows:  
Commander  
Space and Naval Warfare Systems Command  
(SPAWAR 003-44) Washington, DC 20363-5100

BLOCK 3 - Commander  
Communications-Electronics Command  
(DRSEL-MMC-J)  
Fort Monmouth, NJ 07703

BLOCK 4 - Enter date document originated.

BLOCK 5 - Leave blank.

BLOCK 6 - Leave blank. (For use by SPAWARSYSCOM.)

BLOCK 7 - Enter the security classification of the physical equipment (not the security classification of the document.)

BLOCK 8 - Enter appropriate Federal Supply Class, as available.

BLOCK 9 - Enter National Stock Number if available, otherwise, leave blank.

BLOCK 10 - Check appropriate block for type of designation action desired, as follows:

(1) Check ASSIGNMENT block when:

- (a) Requesting assignment of nomenclature to new item.
- (b) Requesting assignment of modification (suffix) letter to an item already type designated. (A modification letter is an assignment, not a revision action.)

Enclosure (1)

(2) Check REVISION block when:

- (a) The description of an item already type designated is no longer technically correct, i.e., adding data which was originally omitted or was not available, correcting erroneous data, or updating component listings and/or other technical data, etc. to describe the item as actually procured, providing no items were previously procured, stocked or issued.
- (b) Requesting a change to the item name. A change to the basic noun name of the item may result in a change to the type designator resulting in two actions to be accomplished: (a) request for assignment of new type designation action, and (b) request for cancellation of the previously assigned nomenclature.
- (c) Requesting a change to the type designation, providing that no items have been procured, stocked or issued.
- (d) Requesting a change to either, or both, the security classification of the item described (hardware) and the security classification of the information contained on DD Form 61.

BLOCK 11 - Check appropriate block(s) only if "revision" in BLOCK 10 is checked.

BLOCK 12 - Check appropriate block.

BLOCK 13 - Enter an approved item name selected from Cataloguing Handbook H6 or item name developed in accordance with that section of DOD-STD-100 which is applicable to drawing titles, and the recommended type designation elements, based on the technical characteristics of the item, selected from Tables I, II, or III, of MIL-STD-196.

BLOCK 14 - Enter description data in accordance with Data Item Description DI-E-7194 and the following instructions:

Enclosure (1)

- (1) Requests for assignment of nomenclature to systems, subsystems, centers, centrals, sets, groups, variable units and kits are to include a complete complement listing (list of major items) giving quantity, item name, and type designation (or manufacturer's part number for non-nomenclatured items) for each item.
- (2) The originators of nomenclature requests involving equipment for assignment to a complex system, subsystem, or set are encouraged to submit a block diagram (equipment tree) showing the relationship of all components therein.
- (3) Descriptive documents, such as a manufacturer's brochures, procurement specifications, drawings, or technical literature, shall not be submitted in place of the requirement to complete BLOCK 14. Such documents may accompany DD Form 61 if they will facilitate evaluation and assignment of nomenclature.
- (4) Overall dimensions and weight are always to be included when requesting nomenclature assignment for a unit, and when applicable for systems, subsystems, centers, centrals, sets, groups, and kits.
- (5) A unique part or drawing number must be provided for each specific Item requiring nomenclature assignment, and for any non-nomenclatured item included in complement data.
- (6) If desired, technical data may be continued on a continuation sheet or in the space following BLOCK 29 - if space provided in BLOCK 14 is insufficient.

BLOCK 15 - Enter a brief narrative functional description of the item. The functional description must support the item name selected in Block 13 and technical characteristics listed in block 14.

BLOCK 16 - Enter the appropriate contract or tasking number. This block is not to be left blank.

BLOCK 17 - Enter government drawing number if a government drawing number has been assigned.

BLOCK 18 - Enter government specification number if a government specification has been approved.



BLOCK 19 - Leave blank.

BLOCK 20 - Enter the appropriate Technical Cognizant Code.

BLOCK 21 - Enter the item name and type designation of the equipment, which the item described is a "part of."

BLOCK 22 - Enter the item name and type designation of the equipment with which the item described is "used with" (but not "part of").

BLOCK 23 - Check appropriate block, to indicate degree of interchangeability. Complete details, if applicable, concerning interchangeability can be stated in the remainder of space available in this block and in BLOCK 24.

BLOCK 24 - Enter any other information, which would aid in the assignment or revision of nomenclature.

BLOCK 25 - Self-explanatory. Include entire telephone number.

BLOCK 26 - Self-explanatory.

BLOCKS 27, 28, and 29 - Leave blank.

5. REQUEST FOR REVISION. When the description of an item previously submitted is no longer correct, a revised request containing a full description that accurately reflects the current and only configuration of the item shall be submitted on DD Form 61. Block 14 of the revised request is to be completed as for a new item. If the nomenclature to be revised affects the complement data of any higher grouping of which it is a part, a separate DD Form 61 shall be submitted to revise such higher grouping.

6. REQUEST FOR MODIFICATION LETTER

a. Modification letters will be assigned to type designated equipment which have been changed and/or improved and where interchangeability as defined below has been maintained.

b. A separate request shall be submitted for the assignment of a modification letter (alphabetical suffix letter) for items already assigned a basic type designation.

c. The description of items requiring modification letters is to be as complete as for new items requiring basic type designation.

d. In order for a modification letter to be assigned, the modified item must be at least one way interchangeable, electrically, mechanically and functionally with the basic. If the modified item is only similar to the basic, a new nomenclature shall be assigned.

e. The guidance to be used when determining interchangeability impact, as a result of modified items is as follows:

(1) Electrical Interchangeability: The new (modified) item's capability of operation being equal to the old article without requiring any modifications to the existing power facilities, change to, or rewiring of connectors, etc. (see reference (a), Chapter 3, paragraph 3.1.8).

(2) Mechanical Interchangeability: The new (modified) item's capability of being physically installed and operated in the position previously occupied by another item without requiring any major modifications as to mounting holes, cabling, isolators, and so forth. Switches, connectors, and so forth shall be in the same location, within allowable tolerances. The center of gravity of the new item shall be the same as in the old item, within allowable tolerances (see reference (a), Chapter 3, paragraph 3.1.9).

(3) Functional Interchangeability: The new (modified) item's capability of performing without additional assistance, all the operational capabilities covered by the previous item (see reference (a), Chapter 3, paragraph 3.1.10).

7. REQUEST FOR CANCELLATION. Cancellation of nomenclature requests shall be submitted on DD Form 61 in accordance with Figure 4 of MIL-STD-196.

8. SECURITY CLASSIFICATION. All requests for nomenclature shall include both the security classification of item (hardware) in Block 7 and the information (data) provided. In the latter case, if any information is classified, each data element on the request is marked with the appropriate security classification symbol immediately preceding and to the left of the data element involved as required by OPNAVINST 5510.1B. Requests for nomenclature for units are classified on their own merit and need not bear the same classification as the system, subsystem, center, central, set or group of which it is a part or with which it is used. Changes in security classification are submitted, as separate actions, in accordance with Figure 6 of MIL-STD-196 and not combined with changes to item names, technical data, or type designations.

Enclosure (1)

9. SUBMISSION

a. Requests for nomenclature shall be submitted by the contractor, designated design activity or PD/PMW 90 days prior to the requirement for nomenclature. Up to 60 days are required for processing the request. The data package shall contain four copies of each DD Form 61.

b. Requests for nomenclature which do not provide sufficient information for processing may be returned for correction and re-submission.

10. CONFIRMATION REQUESTS (REPROCUREMENT)

a. In cases involving reprocurement, if the equipment is electrically, mechanically, and functionally interchangeable, including maintenance parts, with equipment previously supplied the government, a statement to this effect, listing the former contract number, type designation and part or drawing number of all items being procured, shall be submitted in lieu of DD Form 61.

b. All nomenclatured items to be procured under each new production contract or other procurement action must have nomenclature confirmed, including items that are listed in the complement data of the equipment being confirmed.

11. NOMENCLATURE REQUEST DISPOSITION

a. Nomenclature requests requiring assignment, reinstatement, revision, or cancellation are submitted to the Department of Defense Control Point for appropriate action. Upon return to SPAWAR 003-44, a letter is written to the originator of the DD Form 61 advising action taken.

b. Nomenclature requests requiring confirmations are reviewed and approved by SPAWAR 003-44, in coordination with the PD/PMW and/or design agent. Requests for confirmations are not required to be submitted to the DoD Control Point; therefore, a response letter is sent to the originator with a minimum of delay.

12. TECHNICAL ASSISTANCE

a. Inquiries regarding the requirements contained in this instruction shall be addressed to SPAWAR 003-44.

b. SPAWAR 003-44, will provide technical assistance in developing nomenclature requests in cases of complex nomenclature groupings or to expedite nomenclature actions.

PROCEDURES FOR SUBMISSION AND ASSIGNMENT  
OF SERIAL NUMBERS

1. SERIAL NUMBER ASSIGNMENT

- a. Requests for assignment of serial numbers shall be made to SPAWARSYSCOM when requests for production nomenclature assignment, reinstatement or confirmation are made. Serial number assignments will be included in SPAWARSYSCOM letters which assign, reinstate, or confirm the requested nomenclature.
- b. Serial numbers are required for each item (system, subsystem, center, central, set, group, unit, or kit) of nomenclatured equipment to which an identification plate is to be applied. Serial numbers are assigned to each production contract, and, if applicable, each delivery order under a specific contract. Serial numbers are not assigned to experimental or developmental equipment.
- c. Serial numbers will be assigned sequentially by a block of numerals or an alpha/numeric sequence for each production contract. When assignment of serial numbers is requested, the number of each item which is to be produced under a given contract, including options under such contract, shall be submitted.
- d. Right justification (e.g., 01, 001, AOI, AOOI, etc.) is authorized for placement of serial numbers on equipment. I and O will not be used for alpha/numeric prefix letters.

PROCEDURES FOR SUBMISSION AND  
REVIEW AND APPROVAL OF IDENTIFICATION PLATE FORMATS

1. IDENTIFICATION PLATE DRAWING APPROVAL. If an identification plate is required, a numbered drawing which shows the identification plate format shall be submitted for approval. The identification plate format, as depicted on the identification plate drawing, shall be reviewed by SPAWAR 003-44 in coordination with PD/PMW and/or design agent for each production contract. Based on recommendations from SPAWAR 003-44, the identification plate drawing shall be approved by the SPAWAR program manager.

2. IDENTIFICATION PLATE FORMAT

a. The identification plate format to be used for nomenclature equipment is set forth in MIL-P-15024/5 (SHIPS) as follows:

<u>Nomenclature</u>	<u>Figure No./Page</u>
Set, System, Subsystem, Center, or Central	Figure 3A/Page 3
Unit or Kit	Figure 3B/Page 4
Group	Figure 3D/Page 5
Modification Plate (Field Change)	Figure 3E/Page

b. The format for a limited space identification plate is as follows:

Type Designation (1)	
Name (2)	
*Operating Power Requirements (3)	
Contract (4)	SER: (5) MFR: (6)
*IF NONE, LEAVE BLANK	